

## Plug into a Positive Mental Attitude!

**M**otivational books, tapes, and CDs can help improve your life. To get the most benefit and maximize the power of these tools, match the subject of the motivational program to what you desire most to gain or change. Is conquering procrastination your goal? Or is being more assertive your biggest challenge? Most motivational material has something in it for everyone, but fit the product to your most burning need. If you don't, these tools can end up in your "stack of stuff." Establish a regular routine of use. Don't skip a day. Regular use interrupts the limiting pattern of thinking or behaving and prevents their return. Repeat the program. Repeated listening does more than reinforce the message. It contributes to the new mental reflexes or thinking habits described in the program that you seek to acquire.



## Parents: Talk about Prescription Drugs

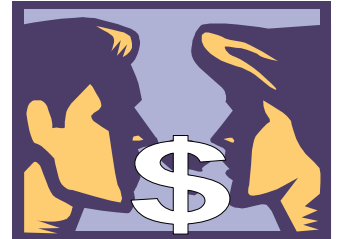
**I**f you've taken time to speak with your children about the dangers of drug abuse, don't forget to discuss abuse of prescription drugs. This gets the least attention from parents, and it is a rapidly growing type of drug abuse. Only 79% of parents discuss drug abuse with their children. Of these, only 32% discuss abuse of prescription drugs. Source: U.S. National Drug Threat



Assessment 2008, U.S. Department of Justice

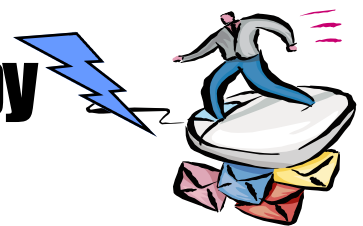
## Relationship Issues Compound

**F**inancial stress is on many people's minds. The first part of your solution to successful financial management may be a better relationship and overcoming communication challenges. Patterns of communication can sabotage your best attempts to discuss financial issues. Rather than repeating the same old cycle, consider some short-term professional counseling along with consulting a financial counselor or consumer credit counseling agency. This proactive approach could place you on the other side of a stressful period with not only better finances but with new and improved communication skills and a healthier relationship as well.



## Avoiding Trigger-happy E-mails

**A**void trigger-happy e-mails. If it isn't necessary "right now" to respond to an emotionally charged e-mail, wait. Put the message in a text document, save it, and let it rest. Chances are that hours later, or the next day, you'll feel differently, and you'll be glad you waited. Perhaps you've learned to wait awhile before proofreading and then sending an important written letter or submitting a report. After waiting is when you'll find errors. This holds true for e-mails too, especially when they are inspired by emotion. You're not only looking for typos, however, but you're looking for language in your e-mail that was inspired by emotions. These emotions, especially anger, may no longer seem necessary to express after you've had a chance to think about the matter and calm down.



# Powerfully Respectful Workplaces

**M**any behaviors commonly exhibited by employees can be harmful to the well-being and productivity of coworkers. Lack of respect in the workplace, if left unchecked, will drag down morale, create higher turnover, and increase risks to the employer. What role do you play in contributing to a respectful workplace? Respect is the regard or consideration we have for others in all aspects of what concerns them—personal property, appearance, character traits, values, personal space, opinions, and emotional well-being. Disrespect toward others can negatively affect any of these things, so it is important to understand the role we play in maintaining a respectful workplace. Each of us has *personal power* that affects others around us, whether we know it or not. Your daily actions signal to others the level of personal respect you hold for them. Understanding that *what you do matters* can increase your personal awareness and give you more control over the direct, indirect, or unspoken signals you send to others. It can lead you to make improvements in your relationships and increase your happiness at work. This awareness is the key to minimizing strife and hostility and to increasing the courtesy and mutual respect all of us want.



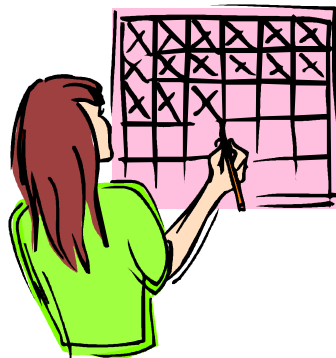
# Sell Yourself First and the Ideas Will Follow

**Y**ou're new on the job, and you're smart, creative, and full of energy. Great, but can you "sell" your ideas to your employer? It will be easier if you grasp the most important rule of selling anything—people buy people long before they buy products or ideas. In a fast-paced economy with lots of channels for delivering information, trustworthiness and credibility are characteristics employers look for in their employees. Keep your coworkers' and organization's needs in mind and work to convey a positive, team player attitude. Share your skills and knowledge with everyone. An *attitude of gratitude* toward your employer—rather than proving how important you and your ideas are for their success—will net big rewards. As your reputation for being a trustworthy person and sincere team member grows, your ideas will be more quickly considered.



# Thirty Days to a New Habit?

**C**an anyone create a new life improvement habit in 30 days just by repeating the desired behavior each consecutive day without skipping a day? This strategy is still largely considered a myth that also contains a dose of truth and wisdom. The idea of creating a new habit in 30 days (21 days is also a commonly cited number) has been exhaustively recommended by leaders in self-improvement psychology. If you try it, be sure to include two important factors beyond your desire for success. 1) The desire to be successful is less important than planning and then implementing the repetitive plan. Wanting the change badly enough is vital, but action is the key. 2) Be prepared to "recover" quickly from a setback or straying from your plan. The combination of these two factors predict how successful you will be with the "30 days to a new you" strategy. Now get going!



# Avoiding Accidents with the Elderly

**I**f there is one thing the elderly want, it's staying safe and independent as long as possible. Usually, they'll need some type of help from family members connecting them to helpful resources. If you are a busy adult child of an aging parent who can't pile much more on your plate, search the Internet for one of the many "safety checklists for the elderly" available from associations and agencies that exist to help the aging. From tacking down an unsecured carpet to installing a helpful \$25 handrail near the tub, such a checklist can help prevent falls or other injuries that could lead to dramatic life changes neither you nor your aging parent wants.

